



POLICY 2110

WORKPLACE HEALTH AND SAFETY

1. SCOPE

This Policy applies to all Oberon Council workers, councillors, volunteers, contractors, customers, clients and visitors.

2. PURPOSE

Oberon Council acknowledges its responsibility to provide a workplace that is safe for its employees, councillors, volunteers, contractors, customers, clients and visitors and those directly affected by its undertakings, and to manage risks to health and safety within the workplace.

3. APPLICATION OF THE POLICY

This policy complements other legislation and where it does not address matters referred to in the following legislation such matters must be followed in accordance with the legislation. This Policy reflects the provisions of;

- WHS Act 2011,
- WHS Regulation 2017,
- Local Government (State) Award 2017 (the Award), and its successors.

4. DEFINITIONS

Definitions in this policy have the same meaning as those stipulated within the WHS Act 2011, WHS Regulation 2017 and Local Government (State) Award 2017.

5. POLICY

Oberon Council's commitment to Work Health and Safety is built on the pillars of leadership, communication, trust, empathy, positivity and work ethics and is supported through the following principles;

- Implementing the highest standards of WHS management and making continual improvement in WHS across our entire Council, including community influence
- Complying with, or exceeding all legal and regulatory WHS obligations and standards
- Setting challenging WHS objectives and seeking to deliver these consistent with our commitment to continual WHS performance improvement
- Promoting an open, just and proactive WHS culture with the full involvement of all our people to strive for and achieve a generative safety culture.

This Policy is to be communicated to staff, displayed in key locations at Oberon Council, and where required communicated to our contractors with the aim of increasing awareness and encouraging safe behaviour.

6. WORKER RESPONSIBILITIES

The responsibilities of Workers include, but are not limited to;

- Taking reasonable care for his or her own health and safety,
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons,
- Complying so far as reasonably able with any reasonable instruction that is given by Council to allow Council to comply with the WHS Act,
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace,
- Being involved in the WHS consultation process, and
- Reporting accidents, incidents or near misses promptly within Councils prescribed guidelines.

7. SUPERVISOR/MANAGER RESPONSIBILITIES

The responsibilities of Supervisors/Managers include, but are not limited to;

- Implement and monitor WHS policy and procedures within their work group,
- Ensure that accidents or incidents are reported within prescribed guidelines,
- Ensure that documents related to WHS are completed in full and accurately,
- Investigate all incidents within prescribed time lines,
- Actively consult on WHS matters within their workgroup,
- Identify and control workplace hazards and risks.

Managers and supervisors are also considered Workers under the WHS Act.

8. DIRECTOR RESPONSIBILITIES

Directors are considered Officers of the PCBU under the WHS Act 2011, and as such must exercise due diligence to ensure that Council complies with its WHS duties which include;

- General duties relating to health, safety, and welfare at work,
- Consultation,
- Notifying workplace incidents
- Other provisions as described in the WHS Regulations

Officers under the WHS Act shall effectively exercise due diligence on behalf of Council and must ensure that they gain, maintain or ensure;

- Up to date knowledge of WHS matters,
- An understanding of Council operations including its hazards and risks,
- Ensure that Council has available and uses appropriate resources and processes to minimise risks,
- Council has, and implements, processes for receiving, considering and responding to information regarding incidents, hazards and risks, and
- Ensure that Council complies with any duty or responsibility under the WHS Act 2011 or associated codes of practice and regulations.

Directors may also be considered workers under the WHS Act.

9. GENERAL MANAGER RESPONSIBILITIES

The General Manager must exercise due diligence to ensure that Council fulfils its health and safety obligations as a PCBU under the Work Health and Safety Act 2011.

The General Manager is also an Officer under the WHS Act.

The General Manager may also be considered a worker under the WHS Act.

10. RESPONSIBILITIES OF OTHERS

Persons deemed to be other persons (including but not limited to councillors, volunteers, contractors, customers, clients and visitors) at a workplace must;

- Take reasonable care for his or her own safety,
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons, and
- Comply as far as the person is reasonably able, with any reasonable instruction that is given by Council to allow Council to comply with the WHS Act.

A person at a workplace must abide by the duties mentioned in this paragraph whether they have other duties under the Act or not.

11. ANNEXES

This policy should be read in conjunction with any related legislation, codes of practice, and guidelines.

The following policies and procedures should be read in conjunction with this policy where appropriate:

Policies

- 1113 Risk Management
- 2118 Smoke Free Workplace
- 2119 Drugs and Alcohol
- 1206 Procurement and Disposal
- 1205 Contractor Management

Procedures

Safety Consultation and Communication Procedure

12. REVISION AND REVIEW

Council will review this policy at least every two years, or earlier, should changes be required.

Approving Authority	Oberon Council
Contact	Work Health Safety and Risk Coordinator
Approval	21 July 2020 Item 13.04, Minute 17 210720
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